

Instructions for HEAP/USF Application

Please notice that there is a number next to every question or field in this application. These numbers will serve as a guide for filling out this application.

Abbreviations: USF=Universal Service Fund; LIHEAP=Low Income Home Energy Assistance Program; HEAP=Home Energy Assistance Program; HEA=Home Energy Assistance

01. Last Name - Please enter (write) last name of the head of household.
02. First name - Please enter (write) first name of the head of household.
03. Middle Initial (MI) – Please enter (write) middle initial of the head of household.
04. Street/Ave - please provide (write) the full street name of the main residence of your household. (Family)
05. City - Enter name of the city where the main residence of your household (family) is located.
06. State- Enter the name of the state where household (family) is located.
07. Zip Code - Enter zip code of household (family) residence.
08. Telephone number - Enter household's (family) main telephone number.
09. Mailing Address - Enter full mailing address if different from primary residence.
10. List of all household members - In this section enter (write) the names of all household members residing in the unit, starting with the head of household; dates of birth for every member of the household; relationship to the head of the household; social security numbers for all the members of the household and declaration of US citizenship.
If the household member is a non-qualified citizen or does not have a valid social security number leave social security number space blank. If you have more than ten (10) family members you can add their information in a separate sheet.
11. What are you applying for? - Check in which of the following programs you wish to participate: Heating and/or USF, Cooling or weatherization.
12. In this section you will answer every question to the best of your knowledge.
13. Primary Heating Fuel Type - Please indicate which is your primary heating fuel (example: if you pay for natural gas to heat your house, but use an electric heater to heat any specific room of your unit, your primary heating fuel type will be natural gas)
14. Heating Fuel Supplier – Enter the name of the company that supplies your heating fuel if your heating fuel is other than gas or electric. This is a required field.
15. Gas Account Number - Please enter your gas utility account number. You can find this number on your gas and electric bill. If you don't heat your house with gas fuel write "none"
16. Please enter (write) the name of the gas company that provides your gas. If you don't have gas service write "none".
17. Electric Account Number - Please enter your electric account number even if it's the same as your gas account number. This account number has to be provided regardless of your heating supplier. You can find this number in your electric and/or gas bill

18. Please enter (write) the name of the company that provides your electricity. You must enter this name.
19. Name and Address of the person who is submitting this application on your behalf- this person's name will appear on all Home Energy Assistance benefit checks that you receive. If you are completing your own application leave this section blank.
20. Main Language spoken in your household - Enter main language used in your household (English, Spanish, etc.)
21. Income Source - Indicate the income of all members of your household using the list of possible sources provided in this application. Write the name of the person in your household next to the appropriate income source. Also indicate frequency of payments. (Pay Cycle) You can use a separate sheet of paper if you need more space.
22. Weatherization - Check yes or no to indicate if your unit has been weatherized. If yes enter the month and year.
23. Applicant Certification- Please read, sign and date Applicant Certification (You must sign this certification, otherwise your application will not be processed).
24. Race - Please indicate your race. (Optional)